

Homeowner:

This packet contains the actual form for you to use to submit your eligible expenses incurred for your elevation construction project.

Please note that you should submit all your eligible expenses only related to your elevation construction.

On the actual form are more detailed instructions but, below, we wanted to provide examples (in red) of how one completed page may look.

Please be sure to include your Contractor's registration or license number adjacent to their name.

If you have any questions or problems while completing these forms, please contact your HMGP Grant Administrator.

NAME: FRANK SMITH HMGP#: 00001234							
Examples of Activities:	Receipt/ Invoice Date	Merchant/Service Provider	Contractor's Registration or License Number	Amount Claimed	Payment Date (when expense was paid)	Type of Payment – Record: Check (K) Credit Card (CC) Bank Statement (B) Cash (S)	Receipt number:
ENGINEERING PLANS	7/14	SHORE ENGINEERING	LIC. #: ABCDE01234	\$ 200	8/30	K	1
BUILDING PERMIT	7/29	TOWNSHIP OFFICE		\$ 100	7/29	S	2
LANDSCAPING	8/5	HOME DEPOT		\$ 150	8/5	K	3
ELEVATION CERTIFICATE	8/16	OCEAN BUILDERS	LIC. #: FGHJ56789	\$ 1,000	9/5	CC	4
Total Costs:				\$ 1550			